

**EFFECTIVE**

April 1, 2018.

**Subject(s)****Administrative Policy Human Resources (APR) 261, Alternative Work Schedules, Voluntary Work Schedule, Adjustment Program and Telecommuting**

The Michigan Department of Health and Human Services (MDHHS) requires supervisor approval for employees who volunteer for non-traditional work schedules that include telecommuting.

Hospitals, centers, juvenile justice facilities and local offices may permit employees to work an alternative work schedule or telecommute based on the employee's classification, duties, responsibilities as well as the locality's business or operational needs of the locality.

Employees are not entitled to an alternative work schedule or to telecommute. Management is the sole authority in determining the appropriateness of any application as it relates to the employee making the request and the localities business and operational needs. The approval of one employee's alternative work schedule or telecommuting does not grant a right or entitlement to any such similar schedule or arrangement for another employee.

Some positions will not be eligible for alternative work schedule or telecommuting based on the duties, responsibilities or office coverage needs during core business hours.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Added Items ...**

[APR 261](#)